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SUBJECT: Office of Logistics Reports Survey

REFERENCE: Memorandum from the Acting Deputy Director (Support) dated 9 September 1955

1. GENERAL

This Instruction prescribes that all components of the Office of Logistics will participate in a survey of reports currently prepared or required by all elements of this Office. This survey is an initial and essential step in establishing a reports management program for this Office, for the DD/S area, and for the Agency. It will provide the basis for an overall analysis of reporting requirements and the foundation for a continuing reports management program in the Office of Logistics.

2. DEFINITIONS

- a. Report - An account or statement of information in written, narrative, tabular, punch card, or graphic form, transmitted from one organizational element to another in response to an expressed or assumed need for information.
- b. Administrative or Management Report - A report that provides for administrative or management information or control over an activity or operation, as distinguished from an operational or intelligence report.
- c. Recurring Report - A periodic report which conveys essentially the same type of information at prescribed intervals (daily, weekly, monthly, etc.).
- d. Situation Report - A report which is prepared on each occurrence of an event of certain prescribed characteristics, or contingent upon certain events.
- e. Required Report (Incoming) - A report which a component requires from one or more other elements, either within the Office or from other parts of the Agency. The report is an incoming report to the office which requires it.
- f. Prepared Report (Outgoing) - A report which a component prepares at the request of another element, either within the Office or of other parts of the Agency. The report is an outgoing report from the office which prepares it.

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3. SCOPE

With the exception of the types of documents listed in Enclosure 1, this survey will include all recurring and situation reports of an administrative or management nature prepared or required by the Office of Logistics. It will include reports required by regulatory issuances, directives, memoranda, verbal requests, or submitted voluntarily to fill a known need, which are received from or submitted to all Headquarters components, [REDACTED] field installations, and any organizations, Federal or private, outside this Agency.

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4. RESPONSIBILITIES

- a. The Director of Logistics will appoint a Reports Management Officer to represent the Office of Logistics on a DD/S Reports Review Panel.
- b. The Chief, Administrative Staff, shall:
 - (1) Direct the survey by providing guidance and interpretations.
 - (2) Serve as the collection agent for survey material.
 - (3) Review findings and recommendations resulting from the survey, consolidate material received from various components, and conduct such additional studies as may be deemed necessary.
 - (4) Submit to the Director of Logistics recommendations for eliminating, simplifying, consolidating, or otherwise improving intra-Office and intra-Division/Staff reports.
 - (5) Submit to the Deputy Director (Support) Reports Review Panel recommendations regarding inter-office and inter-staff reports and those required by other Federal Agencies.
- c. Staff and Division Chiefs shall:
 - (1) Appoint individuals at the Branch, Section and Unit levels, as appropriate, to inventory all reports, including feeder reports, and prepare Form No. 521 (see enclosure 2) for each report prepared or required by the respective component.
 - (2) Consolidate findings and recommendations from various subordinate components and add any desired comments.
 - (3) Forward all survey material to the Chief, Administrative Staff prior to 1 November 1955.

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- (4) Effective immediately, submit any proposal originating in a Staff or Division for a new reporting requirement (incoming), or a revision to an existing reporting requirement, to the Chief, Administrative Staff, for approval. This request shall be submitted in duplicate on Form No. 142 (see enclosure 3).
- (5) Bring to the attention of the Chief, Administrative Staff, all new or revised reporting requests (outgoing) received directly from components outside the Office of Logistics.

5. SURVEY PROCEDURE

- a. Individuals assigned to inventory reports shall prepare Form No. 521 in duplicate (an additional Division copy should be made, if desired,) completing all applicable information and indicating where not applicable.
- b. A copy of each directive or memorandum having direct bearing on the report shall be attached to the original of Form No. 521. It will not be necessary to attach copies of referenced Agency and Office regulatory issuances.
- c. Attach a current specimen copy of the report, or any other descriptive material, to the original of Form No. 521.
- d. Supplies of Forms Nos. 521, 142, and descriptive aids to Analyzing Reports are being sent to each Division. Additional copies may be obtained from the Administrative Staff, Room 1C-47, [REDACTED] STATINTL
- e. Recommendations and suggestions regarding reports, other than those comments specifically requested in Form No. 521, are invited.

6. CONTINUATION OF THE PROGRAM

At the conclusion of the Reports Survey a permanent Logistics Instruction will be prepared, to include policies, responsibilities, and procedures for a continuing Office-wide reports control program. Until such an Instruction is issued, the provisions of paragraphs 4.e.(4) and (5) of this Instruction shall be adhered to. STATINTL

FOR THE DIRECTOR OF LOGISTICS:

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[REDACTED]
Chief, Administrative Staff

OL/AS: [REDACTED] sjv

Enclosures:

1. List of Reports and Documents Exempted
2. Form No. 521
3. Form No. 142